

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES  
AN OPEN COMPETITIVE EXAMINATION  
A \$15.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: **Executive Secretary**

Exam #: **63621**

Last Date for Filing: **February 6, 2015**

*(Applications must be submitted or postmarked by the last date for filing.)*

Date of Examination: **March 14, 2015**

**Job Title: Executive Secretary** - This examination is being held to establish an eligible list and fill future vacancies for the City of Troy and the Enlarged City School District of Troy.

**City of Troy, Grade 12, Salary \$35,435 - \$53,084**- Candidates for the City of Troy must be a resident of New York State for one (1) month immediately preceding the date of the exam. If selected for appointment, candidates will have ninety (90) days to move into the City of Troy and thereafter maintain Troy residency.

**The Enlarged City School District of Troy, Salary based on experience**- Candidates for the **Enlarged City School District of Troy** must have been legal residents of New York State for at least one (1) month immediately preceding the date of this examination.

**DUTIES OF THE POSITION:** (Illustrative only)

- Manages all aspects of the office including executive clerical duties;
- Establishes office procedures
- Implements policies and procedures to resolve day-to-day operational issues;
- Assists in the development of the departmental budget;
- Maintains financial records and prepares annual financial reports;
- Collects financial and other statistical data used in preparing reports, budget requests and other studies;
- Organizes and compiles data for analysis by department head;
- Orients and trains new employees;
- Supervises and assigns work to subordinate clerical employees;
- Organizes, plans and schedules workloads for timely completion of assignments;
- Screens incoming telephone requests and directs to appropriate staff for disposition;
- Coordinates travel arrangements for department head;
- Answers requests for administrative information and prepares office reports;
- Maintains confidentiality of department records;
- Reviews, sorts and assigns mail in accordance with staff assignments;
- Drafts correspondence in response to routine inquiries;
- Designs and maintains office files;
- Schedules meetings and maintains department calendar;
- Operates various office equipment used in the development of spreadsheets, word processing and electronic record keeping.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the examination:

**A.** Graduation from a regionally accredited college or university or one accredit by the State of New York Board of Regents to grant degrees, with an Associate's Degree in Secretarial Science or a closely related field and three (3) years of clerical experience which involves the operation of a computer for word processing, database or spreadsheet application;

**OR**

**B.** Graduation from high school or possession of a high school equivalency diploma, and five (5) years of clerical experience as outlined above.

**SUBJECT OF EXAMINATION:** There will be a written test, which you must pass in order to be considered for appointment. The written test will test for knowledge, skills and/or abilities in such areas as:

1. **Grammar/Usage/Punctuation--Level 2**- The grammar and usage questions test for the ability to apply the basic rules of grammar, usage, and sentence structure. The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences. You will be presented with sets of four sentences from each of which you must choose the sentence that contains a grammatical, usage, or punctuation error.
2. **Keyboarding Practices--Level 2**- These questions test your knowledge of preferred practices in such areas as letter format, capitalization, hyphenation, plurals, possessives, word division, word and figure style for numbers, and common proofreading marks. In addition, you will be given a passage to proofread and asked questions about how to correct the errors in the passage.
3. **Office record keeping**- These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**
4. **Office Practices--Level 2**- These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which secretaries encounter in their work, as well as a knowledge of efficient and effective methods used to accomplish office tasks. The questions will cover such topics as planning work flow; setting priorities; dealing effectively with staff, visitors, and callers; filing and retrieving information; safeguarding confidentiality; using office equipment; and making procedural decisions and recommendations which contribute to a well-managed office.

5. **Spelling--Level 2**- These questions test for the ability to spell words that are used in written business communications.

6. **Supervision**- These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

THE USE OF CALCULATORS IS **ALLOWED** FOR THIS EXAMINATION  
**CELL PHONE CALCULATORS ARE PROHIBITED**

NOTICE TO CANDIDATES: Unless otherwise specified, candidates are permitted to use quiet, handheld solar or battery-powered calculators. Devices with a typewriter keyboard, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

**Note:** *Candidates who receive a passing score on the written test may be given a typing performance test at a proficiency level of 35 words per minute at the request of the individual appointing authority. Any typing performance test will be administered by the Troy Civil Service Commission.*

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**This exam is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.**

**VETERANS** or disabled veterans who are eligible for additional credit must submit an application for veterans credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

**APPLICATION FEE:** A **\$15.00 NON-REFUNDABLE** fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Applications may be filed in person at the Troy Civil Service Commission Office in Troy City Hall, or by mail.

If mailing the application, send check or money order, payable to the Troy Civil Service commission, and write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL.** The address is Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY 12180.

**Every question on the application must be answered. Submission of a resume instead of a complete application is unacceptable. An incomplete application may be disapproved.** Applications are available on line at [www.troyny.gov](http://www.troyny.gov) or at the Civil Service Commission Office, Troy City Hall, 433 River Street, Suite 5001, Troy, NY 12180.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household, eligible for Medicaid, Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are Job Training Partnership Act/Workforce Investment Act eligible. **All claims for application fee waiver are subject to verification. Complete a "Request for Application Fee Waiver and Certification" form and submit it with your application.** Forms can be obtained from the Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY or online at [www.troyny.gov](http://www.troyny.gov) .

Accepted candidates will be notified when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card, and an official admission letter.** If an application is rejected, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Call the Commission if you have not received your notice three (3) days before the date of the test.

**RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS-MILITARY MEMBERS:** If special arrangements for testing are required, please indicate this on a separate sheet submitted with your application.

**CROSS FILER STATEMENT:** **Candidates applying for any other civil service exams to be given on the same date for employment with NY State or any other local government jurisdiction (excluding NY City):**

**If you have applied for both State and local government exams to be held on the same date, you must notify the Troy Civil Service Commission of your intent to take both a State and local government examination, no less than two (2) weeks before the date of the exam.** When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the exams. You must notify all government civil service agencies with which you have filed an application of the exam site at which you wish to take your examination.

**ALTERNATE TEST DATE POLICY:** The Troy Civil Service Commission recognizes the need to accommodate applicants on other than regularly scheduled test dates. Our alternate test date policy is based upon the premise that a candidate will make such a request only because of compelling circumstances, like an emergency conflict between the announced date and an event of serious importance beyond his or her control. However, a candidate should make every effort to appear on the announced date.

Note- for situations such as medical emergencies, the candidate must notify the Civil Service Office no later than the Tuesday following the Saturday scheduled test date.

THE TEST CANNOT, UNDER ANY CIRCUMSTANCES, BE ADMINISTERED ONCE A CANDIDATE HAS BEEN IN CONTACT WITH OTHER CANDIDATES AFTER THE PRE-RATING REVIEW.

AN EXAMINATION CANNOT BE ADMINISTERED PRIOR TO THE SCHEDULED DATE.

**To request an alternate test date, contact the Troy Civil Service Commission as soon as possible.**

**THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS.** Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.